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- 1. (Currently Amended) A <u>computerized</u> process for requisitioning products and services in an organization comprising the steps of:
- a) creating a providing an originator with an electronic requisition form for requesting a documenting a requisition process involving one or more product products or service services to be purchased in a subsequent negotiated bidding process; b)—selecting at least one reviewer and for designating one or more reviewers to review and comment on said requisition process; c)—selecting and at least on approver one or more approvers to review and approve said requisition form;
- d) automatically submitting said the completed electronic requisition form over a computer network simultaneously to all said at least one reviewer designated reviewers for review and comment for during a set terminating review period so that if the any reviewer fails to review and submit comments within the terminating review period said reviewer is deemed to agree have abstained from submitting any comments to said requisition form as presented;
- e) as soon as comments have been submitted by all said designated reviewers or as soon as said review period has terminated, automatically submitting the requisition form and any comments submitted by the reviewers to said at least one approver designated approvers in a designated sequence for review and approval; and
- f) <u>automatically</u> submitting <u>said</u> the <u>approved</u> requisition <u>form</u> for <u>effectuation a</u>

 <u>negotiated bidding process</u> upon receipt of approval from <u>said at least one</u>

 approver <u>all of said approvers</u>;
- informing the originator with the status of the requisition process and with any comments submitted by the designated reviewers and approvers, and providing the originator with an opportunity to withdraw the requisition form at any time prior the completion of the requisition process.
- 2. (Currently Amended) The process of claim 1 including the further steps step of: a) revising providing the originator with a copy of the withdrawn requisition form said requisition upon receipt of comments from said at least one

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reviewer or said at least one approver; b) withdrawing said requisition from consideration while it is being revised; and c) resubmiting said revised requisition to said at least one reviewer and said at least one approver for possible revision and resubmission.

- 3. (Currently Amended) The process of claim 1 claim 2 including the further steps of:
- a) assigning delegating the preparation of said a draft requisition form from the originator to a Preparer preparer by an originator of said requisition; and
- b) providing the originator with an opportunity to review preparing of a the draft requisition form by said preparer; c) reviewing by said originator of said draft request; and d) finalizing to finalize said draft requisition form by said eriginator for submission to said at least one reviewer and said at least one approver designated reviewers and approvers.
- 4. (Cancelled)
- 5. (Cancelled)
- 6. (Cancelled)
- 7. (Currently Amended) The process of claim 2 including the further steps step of: a) including a security system on the computers system; b) assigning providing said originator, said preparer, said at least one each of approvers said reviewers and said at least one reviewer each of said approvers with security code for secure individual access to the computer system; network and e) assigning said originator, said preparer, said at least one approver and said at least one reviewer each a preset address for access to and receipt of to any electronic requisition forms, reviews, approvals, or comments with which those originators, reviewers, and approvers have been involved requisitions and responses to requisitions over the computer system.
- 8. (Currently Amended) The process of claim 4 claim 2 wherein the step of submitting said requisition to at least one approver further comprises submitting said requisition sequentially according to a proset order to at least two

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approvers and wherein if one of said approvers does not approve said requisition it said requisition form is immediately returned to said originator for further aciton action.

- 9. (Currently Amended) The process of claim 4 claim 2 comprising the further step of locking into memory of said computer system an audit trail of predetermined steps in each specific the requisition process for requisitioning products and services.
- 10. (Cancelled)
- 11. (Currently Amended) The process of claim 4: claim 2 including the further step of providing access to status reports of said requisition process in real time.
- 12. (Cancelled)
- 13. (Cancelled)
- 14. (Cancelled)
- 15. (Cancelled)
- 16. (Currently Amended) A system for managing product and service procurement of an organization on a networked computer system of the <u>The process of claim 2, further comprising a defined</u> organization <u>protocol</u> comprising:

 a) a network of computers interactively linked, with each computer assigned a
 - unique address; b) data sterage accessible to all of said computers on said system; c) procurement protocol available to said system that provides for the classification of certain individuals within the organization as originators of requisitions for procurement requests, reviewers of requisitions or approvers of requisitions and wherein—each individual has with a unique electronic correspondence address for each classified individual in said system, and all of said information being savable in said data sterage; d) said requisition protocol allows an individual classified as

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an originator to prepare a requisition and forward it electronically through said system to at least one reviewer and at least one approver selected by said originator;

- e) said protocol sets a specific time period. Iimit for said set review period; in which said at least one reviewer can respond with comments by an electronic message and upon a failure to do so it enters a record on the database of acquiescence to said requisition by said at least one reviewer; f) said protocol allows said approver to respond by an electronic message with an approval or disapproval of said-requisition and comments; g) upon receiving a response from said at least one reviewer or approver said protocol allows said originator to either continue with the requisition as originally drafted, withdraw it from consideration for revision and resubmission or to withdraw it without resubmission; and
- h) wherein said protocol also saves an audit trail for maintaining a locked immutable electronic version of said submitted electronic requisition form, any withdrawals or revisions by the originator, and all electronic communications relating to that electronic requisition form between and among responses of the originator and said at least one reviewer and at least one approver for audit purposes of said organization reviewers and approvers.
- 17. (Cancelled)
- 18. (Currently Amended) The system of claim 16 including the further classification of <u>certain</u> individuals as administrators with access to check <u>and modify</u> the status of <u>all currently active requisitions requisition forms</u> and to access and review <u>any withdrawn</u> achieved requisitions and related data requisition forms.
- 19. (Currently Amended) The system of claim 16 wherein each individual classified as an originator has a preset at least one approver to whom said requisition form must be submitted for approval.

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